

ACTIVITY PROPOSAL FORM

Today's date: _____

Contact name: _____ Contact phone: _____

Contact e-mail: _____

Student group name, if applicable: _____

Proposed date(s) and time(s) of activity: _____

Desired location: _____

Brief description of proposed activity:

Purpose of the activity:

Proposed budget (include itemized costs):

Other potential funding sources:

For on-campus events:

Event title/topic: _____

List of desired speakers/guests (and affiliation), if any: _____

Speaker travel needs, if applicable: _____

Audio/Visual needs: _____

Room/Supply needs: _____